

APPROVED 1/31/05

**J. V. Fletcher Library Board of Trustees
Minutes of the 3 January 2005 Meeting**

Present: Trustees Liz Adams, Dave Daniel, Marianne Fleckner, Sandy Kelly, and Bob Price; Director Ellen Rainville; Assistant Director India Nolen.

Absent: Trustee Jack Wrobel.

Guests: None.

I. Call to Order

This meeting of the Trustees was called to order in the Story Hour Room at 7:35 PM.

II. Signing of Warrants

The following warrants were signed at the meeting:

Account Name	No.	Activity
Library Trustee Account	672	Expended \$128.48 for professional membership and staff reimbursement Deposited \$27 International Paper dividend.
All Purpose Trust Fund	673	Expended \$168.70 for replenishing of Petty Cash.
Library Book Fund	674	
Lecture Trust Fund	675	
J. V. F. Library Trust Fund	676	Expended \$349.08 for one half the expenses for the Veronica Whitehouse reception.
E. D. R. Continuing Education Trust Fund	677	

III. Review of Past Minutes

There were no minutes available to review or approve.

Sandy expressed concern about the lack of draft minutes for the July 12, August 2, August 23, September 13, November 1, November 22, and December 6 minutes. The Board is in violation of the Town Open Meeting law by not providing meeting minutes in a timely fashion. Ellen noted that there have been requests by the public for these meeting minutes.

IV. Review of the Quarterly Treasurer's Report

None.

V. Director's Report

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The telephone wiring work by Nashoba Tech has resumed.

Ellen estimated that typically two heat pump units fail each year and require replacement – an on-going maintenance problem in a twenty-year-old facility.

The raises approved by the Town Manager were greater than expected, so we exceeded our Municipal Appropriation Requirement (MAR), and surpassed by \$4,000 the \$7k supplement to the Library budget approved at the last Town Meeting. Ellen will ask Steve how to treat this “surplus of \$2040.”

Kristina has been selected for the Library Leadership Institute sponsored by the MBLC. One hundred dollars will be needed to cover her costs.

VI. Committee Reports

Friends Liaison: The Friends had no December meeting; there was nothing to report.

Finance Committee: Despite all the difficulties the committee has encountered in transferring the assets, actual progress is being made and the end is in sight.

Policy Committee: No report.

VII. Communications

A complaint from an concerned mother about an unsuitable ILL prompted discussion about a new policy. (See New Business.)

VIII. Unfinished Business

The revised Meeting Room Policy was approved at its second reading. Acceptance was moved by Bob, seconded by Dave; approved 5 for, 0 against, 0 abstentions.

The revised Safety at Closing Time Policy was approved at its second reading (Liz, Bob; 5, 0, 0).

The potential participants in this year’s visioning plan were assigned to the various Trustees to approach when the scheduling details have been finalized.

The potential role of Judy Freiworth as a non-profit organizer/advisor was discussed. She had been retained by the Board to help organize the advocacy activities of the Board and the Friends. Whether her future services would be required was debated and the issue was tabled.

(From the November 19, 2003, minutes:

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“The main purpose for the meeting was to begin to develop a strategic plan for the Library. The Board convened with members of the Friends' Advocacy Committee under the guidance of a professional facilitator, Dr. Judy Freiwirth. A vigorous discussion ensued and many ideas were suggested and recorded, ideas that will help the Library raise community awareness about the potential impact of the proposed ten percent reduction (\$125k) in the Library's FY05 budget.”)

The proposed FY 2006 budget was approved (Dave, Liz; 5, 0, 0). This budget would permit the reopening of the Library on Monday mornings.

The proposed 2006 capital budget was also approved (Bob, Dave; 5, 0, 0).

IX. New Business

Ellen reported on an incident involving interlibrary loan (ILL) borrowing by children, which has less potential supervision by parents (particularly if the loan is requested on-line) than an in-house loan. There was extensive discussion, to the point where it was deemed a first reading of a new policy. The Library Card Registration and Responsibilities policy will make it clear that parents and only parents can monitor what their children, and only their children, select and borrow.

X. Announcements

The Board agreed to hold the next monthly meeting of the Board at 7:30 PM on Monday, January 31, 2005, to avoid a conflict with the Special Town Meeting scheduled for February 7.

XI. Adjournment

The Board voted to adjourn at 9:35 PM (Bob, Liz; 5, 0, 0).

Submitted respectfully on behalf of the Secretary,
Bob Price